

ADMINISTRATIVE -- INTERNAL USE ONLY

17 July 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Contract Personnel

25X1A While attending a conference on the new benefits to be afforded certain contract personnel, I stopped in the Contract Personnel Division to see what sort of files they kept on contract personnel. I found that for the independent contractors all they kept was a card record of the date of the contract, when it was extended, and when it finally terminated. There was little more kept on the contract employees themselves. What happens is that the contract comes over to CPD from our field offices, it is recorded on a card, and forwarded on to the Office of Finance for payment purposes. I told [REDACTED] that I had found that [REDACTED] was keeping a complete card file in Headquarters in which each independent contractor had a card listing rather extensive information on it. Told him I had learned that the field offices carried the same information, and that it was my intent to remove the cards from Headquarters and depend entirely upon the field records. I told him I would not do this until I had had a chance to explore it thoroughly with our Budget Officer. 25X1A [REDACTED] sees no reason why the record they have and the record in the field office would not be sufficient and if I find that the Production Office makes no use of the card in Headquarters I will pursue the above.

I verified my impression that Contract Personnel Division had no responsibility whatsoever for any clearance papers--this is handled by our administration.

25X1A

[REDACTED] STATSPEC
Chief, Administrative Staff, [REDACTED]

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